

RESTRICTED
SECURITY INFORMATION

MEMORANDUM FOR: Building Supply Officers

FROM :

SUBJECT :

Materials Pick-Up, (DESK CHECK)

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1. Good judgement and common sense will have to be exercised continuously throughout the course of desk checks by all personnel participating. There are bound to arise many instances where on-the-spot decisions will have to be made as to whether pick-up should or should not be made. Two general rules-of-thumb may be made to apply. FIRST: Pick-up all items known to be excess or not properly utilized. SECOND: In questionable cases give the benefit of the doubt to the desk or office.

2. In general the following criteria should be applied to the specific items listed. As mentioned above good judgement and common sense will have to be applied to the many, many other items that will be encountered.

- a. All unsharpened pencils in boxes or bands.
- b. All scratch pads and padded forms in excess of 3 pads.
- c. Clerical pen sets in excess of 1 per desk.
- d. All incomplete pen sets; pens without base; base without pen.
- e. Stapling Machines in excess of 1 per desk.
- f. Two-hole perforators in excess of 1 per office room.
- g. All "Security Classification" stamps in excess of 1 per desk.
- h. All packaged paper and forms in unbroken wrappers.
- i. Desk dictionaries in excess of 1 per office room.
- j. Boxed carbon paper from which no sheets apparently taken, when 2 or more boxes present.
- k. Full boxes of paper clips, rubber bands, etc.
- l. Obvious excesses of points for clerical fountain pens, spring clips, binder clips, erasers, rulers, etc.

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LO/SD/SCB/CET:jmw (25 May 1953)

Coordination:

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Chief Facilities Staff